

<p style="text-align: center;">TOPIC 7 CHIEF PETTY OFFICER'S QUARTERS AND MESSES</p>
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ENABLING OBJECTIVES:

- 7.1 **DESCRIBE** the functions governing Chief Petty Officers= quarters and messes both ashore and afloat.
- 7.2 **STATE** the purpose governing the Chief Petty Officers= quarters and messes both ashore and afloat.
- 7.3 **LIST** the regulations governing the Chief Petty Officer's quarters and messes both ashore and afloat.
- 7.4 **EXPLAIN** the Dining-In process.

ALLOTTED TEACHING TIME:

1.0 hour

STUDENT PREPARATION:

A. Student Support Materials:

- 1. Student Guide, NAVEDTRA 38202-B
(1 per student)

B. Reference Publications: None

A. Review Assigned Student Material

B. Reference Publications: None

C. Supplemental References:

These readings are suggested as additional source of information. Although not required, you are encouraged to review these readings to broaden your perspective of the lesson.

- 1. OPNAVINST 11103.1, Adequacy, Assignment, Utilization, and Occupancy of Navy Unaccompanied Personnel Housing (UPH).
- 2. NAVSUP P-483, Volume II, appendix F, Local Credits of Messes Afloat.
- 3. NAVSUP-3520, Non-appropriated Fund Accounting Procedures, Accounting Procedures.
- 4. OPNAVINST 1710.7, Social Usage Protocol,. Officer of the Chief of Naval Operations, Washington, D.C.

INSTRUCTOR PREPARATION:

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D. Training Materials Required:

1. Instruction Sheets from the Student Guide,
NAVEDTRA 38202-B:

- a. TS 7 Chief Petty Officers= Quarters and
Messes
- b. OS 7-1 Chief Petty Officers= Quarters and
Messes
- c. IS 7-2 The Dining-In

2. Transparencies:

- a. TP 7-1 Chief Petty Officers' Quarters and
Messes
- b. TP 7-2 Enabling Objectives
- c. TP 7-3 Why Do We Organize a CPO Mess?
- d. TP 7-4 CPO Mess Afloat
- e. TP 7-5 CPO Mess Afloat – Mess President
- f. TP 7-6 CPO Mess Afloat – Mess Treasurer

g. TP 7-7 Mess Fund

h. TP 7-8 Mess Assets

i. TP 7-9 Chief Petty Officers' Association
(CPOA)

3. Video Tapes: None

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

1. Introduction

This topic is an introduction to the proper operation of the CPO messes ashore and afloat. We will first examine the operation of the CPO mess afloat. Second, we will examine the private mess organization. Third, we will briefly look at the proper operation of the CPOs mess ashore, and the requirements for CPO berthing ashore.

2. CPO Mess

The CPO mess is a tangible symbol of strong, effective, goal-oriented leadership. The CPO mess afloat is one of our fleet's great strengths. It has a greater degree of unity built into the organizations. The CPO mess provides unit cohesion, training and education in heritage and tradition of a great Navy. In many ways, it serves as a lifeline in enforcing the Navy's Core Values.

During the CPO initiation season, such as now, the CPO mess has a special challenge, a unique set of obligations, a commitment to keep. And a truly committed Chief understands that membership in the Chief's mess comes with obligations that are not subject to personal interest, but to the cohesive unit we call the Chiefs.

1. **Display** TP 7-1, Chief Petty Officers' Quarters and Messes.

Display TP 7-2, Enabling Objectives.

Refer to TS 7, Chief Petty Officers Quarters And Messes, and **review** the enabling objectives.

Refer to OS 7-1, Chief Petty Officers Quarters And Messes.

Display TP 7-3, Why Do We Organize a CPO Mess?

Question: Why do we have a CPO mess?

Unit Cohesion

Provide training

Benefit of pay grade

Discuss problems/seek solutions

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

3. Responsibilities

Commanding Officers are responsible for the proper operation of the CPO mess within their command. Normally, Commanding Officers keep aware of mess operations through monthly audits. If the CPO mess appears not to adhere to regulations governing the proper operation of the mess, the Commanding Officer takes immediate corrective action.

4. Chief Petty Officers= Mess Afloat**a. Purpose**

The CPO mess is a benefit of your new pay grade. Due to the unique position that the CPO fills, it became a necessity to have separate berthing and messing. Separate messing for Chiefs is set aside when space is available. When personnel of the other armed services visit or are attached to an afloat command, they receive the same privileges as naval personnel in the equivalent pay grade.

3. Question: Who is ultimately responsible for the operation of the CPO mess?

Ultimately the Commanding Officer is responsible.

4. Cite examples from personal experiences wherever possible.

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

b. Mess positions and responsibilities**(1) Food Service Attendants (FSA's)**

The CPO mess is allowed 1 cook for every 75 mess members and 1 Food Service Attendant, formerly messman, for each 15 mess members.

For example, if your CPO mess has 76 members, you are allowed 2 cooks and 6 messmen.

(2) Mess President**(a) Appointment**

The CPO, who has seniority for purposes of military authority and is permanently attached to the command serves as the mess president. Normally, this is the Command Master Chief, Command Senior Chief, or Command Chief.

b. Question: What is the formula for determining the number of cooks and FSA's for a given CPO mess?

1 cook per 75 mess members

1 food service attendant per 15 members

Display TP 7-4, CPO Mess Afloat.

Solve: Your CPO mess aboard ship has 76 members. How many cooks and how many FSA's is your CPO mess authorized to have?

Two cooks, six FSA's

(a) Question: How do we determine the mess president?

The most senior Chief Petty Officer permanently attached to the command.

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(b) Duties

The mess president presides over the mess, maintains good order, and ensures compliance with all governing rules and regulations. The mess president sets the example for conduct and looks after the welfare of mess members. In the mess president's absence, the next senior mess member serves as the acting mess president.

(3) Mess Treasurer

(a) Appointment

Essentially, the Commanding Officer appoints the mess treasurer. In reality, the mess members elect the mess treasurer, and the Commanding Officer gives the final approval.

- 1) The Commanding Officer also decides the mess treasurer's length of term in office.

(b) **Display** TP 7-5, CPO Mess Afloat – Mess President

Question: What are the president's duties?

Presides over mess

Maintains good order

Looks after welfare of members

Approves menu

Ensures meals are nutritious

(a) **Display** TP 7-6, CPO Mess Afloat – Mess Treasurer

Question: How do we determine the mess treasurer?

Members elect treasurer.

Commanding Officer approves.

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- 2) The mess treasurer should not have supply, subsistence, retail sales, or disbursing-related duties.

(b) Duties

The mess treasurer keeps an account of the expenditures and receipts of the mess so that the financial status of the mess can be determined at any time. The treasurer also ensures the efficient operation and management of the mess.

- 1) Ensures all bills are paid before the ship leaves port. (If any bills remain unpaid, the treasurer notifies the Commanding Officer of the number and amount of unpaid bills on the day the ship leaves port.)
- 2) Reimburses the food service officer or disbursing officer for provisions purchased from the enlisted mess no later than the next payday following the end of the month in which the provisions were purchased.

Display TP 7-7, Mess Funds and TP 7-8, Mess Assets.

- (b) **Discuss** the duties of the mess treasurer.

Elaborate on how these duties pertain to your CPO mess.

Display TP 7-7, Mess Funds and TP 7-8, Mess Assets.

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

The Chief Petty Officers' Association (CPOA)

A private organization

Each command usually has a private organization separate and distinct from the CPO mess that provides for the welfare and recreation of its members. This private organization is called the Chief Petty Officers' Association (CPOA).

- (1) The rules and regulations of the CPO messes normally do not apply to the CPOA. The CPOA can elect officers, collect initiation fees, assess monthly dues, and spend the money any way its members choose.

c. Authorization

The CPOA is defined as a category VI Morale, Welfare, and Recreation program. The Commanding Officer gives written permission for the CPOA to use base or shipboard facilities to conduct meetings.

- a. **Display** TP 7-9, Chief Petty Officers' Association (CPOA).

Question: What is the purpose of the CPOA?

A private organization that provides welfare and recreation to its members.

- (2) **Question:** How is the CPOA money spent?

Anyway its members choose.

- b. **Question:** How is the CPOA defined?

As a category VI, MWR program

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

d. Financial responsibilities

- (1) The CPOA may not operate as a business. The Navy strictly prohibits making loans of money from operating capital.
- (2) The CPOA may raise operating capital from dues or by selling merchandise to members only.
- (3) CPOA may NOT receive non-appropriated funding from Morale, Welfare, and Recreation funds.

e. Accounting

- (1) Chief Petty Officers= Associations should follow Navy financial accounting procedures. The Morale, Welfare, and Recreation office is normally assigned to advise and assist the CPOA in financial procedures.
- (2) The CPOA may be subject to an annual informal audit by the Commanding Officer when operating on a naval base or ship.

- c. **Question:** What are the CPOA's financial responsibilities?

The CPOA may NOT receive non appropriated funding from Morale, Welfare, and Recreation funds.

- d. **Question:** What are the CPOA's accounting requirements?

Follow Navy accounting procedures

Subject to annual audit

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

5. Chief Petty Officers messes ashore**a. Purpose**

CPO messes ashore are category V, Morale, Welfare, and Recreation programs. The messes are designed to promote and maintain the well-being, morale, and efficiency of personnel by providing dining, social, entertainment, and recreational facilities.

b. Patronage

The CPO messes are non-membership, non-appropriated fund activities, with exception. Commands operate the messes for active-duty military personnel in pay grades E-7, E-8, and E-9, and their families assigned to a military installation. The messes also serve other armed forces personnel in equivalent pay grades and their families. The Commanding Officer may authorize additional patronage if facilities of the mess permit.

- a. **Question:** What is the purpose of the CPO mess ashore?

Promote and maintain the well-being morale, and efficiency of members

- b. **Question:** Who may benefit from the CPO mess?

Military personnel and their families in pay grades E-7, E-8, and E-9 or equivalent.

Commanding Officer may authorize additional patronage.

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

c. Mess dues

When approved by the Commanding Officer, CPO messes may charge membership dues. Membership is voluntary and commands must notify the Commander Naval Military Personnel Command (COMNAVMILPERSCOM) when establishing dues.

When messes charge dues, nonmembers and their families will be denied use of the facilities. Exceptions will be made for essential food service, official functions, and command-recognized group functions as determined by the Commanding Officer.

c. **Question:** What must commands do if the CPO mess wants to change membership dues?

Obtain approval from the Commanding Officer

Notify COMNAVMILPERSCOM

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

d. Funding

Appropriated funds may be used for the construction of facilities; thereafter, all funding must be from non-appropriated funds. COMNAVMILPERSCOM serves as the designated program manager for both local funds through various activities. They include the resale of food, bar, and sundry items; the resale of items in other departments (this includes Navy Exchanges, barber shops, optical shops, and so forth); and commissions from vending machines. They also include funds generated from recreational activities such as bingo, entertainment, dues, and slot machines where authorized. Reimbursement for various services and any grants and/or loans received also generate funds.

e. Mess manager

The mess manager may be either a military person or a civilian-salaried employee of the mess. Normally the mess manager is a civilian employee of the mess. The mess manager is responsible to the Commanding Officer for the proper operation of the mess.

d. Question: How is funding generated for the CPO mess ashore?

All funding must be from non-appropriated funds.

e. Question: Who is the mess manager?

A military person or a civilian salaried employee responsible to the Commanding Officer.

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

f. Advisory board

The advisory board consists of personnel from the naval station or base, subordinate activities, tenant commands, and fleet units home-ported or home-based at the station. The advisory board provides the Commanding Officer with information about the mess from which to make decisions. Members appointed to the advisory board reflect the messes= command and minority representation. The activity manager attends the meetings of the advisory board in a nonvoting status.

6. Differences between CPO mess and CPOA.

Now that you will become a member of the AChiefs= mess, you need to know the difference between the CPO mess and the private organization, the Chief Petty Officers Association (CPOA). The CPO mess, which consists of all personnel E-7 through E-9, provides messing only. The CPOA, which consists of members who pay dues, provides recreational activities, such as parties, outings, and special events like your initiation. Your personal support funds the CPO mess ashore. Since you may be called on to serve as an officer of the CPO mess or the CPOA you should read all pertinent instructions governing their overall operation.

f. **Question:** How are the members of the advisory board selected?

They are appointed.

7. **Question:** What are the major differences between CPOAs and CPO messes ashore?

CPOAs are category VI MWR Programs.

CPO messes ashore are MWR category V.

Funding: CPOAs receive no MWR funding

CPO messes ashore receive funding for construction then must be self-sustaining.

7. Dining-In**a. Brief History**

A dining-in is a formal dinner given by a wing, unit, or organization in honor of a departing individual or welcoming a new one. It is an old tradition first practiced in the monasteries of England.

Early institutions incorporated this custom and military units adopted it as part of their officers' mess with the intent that it will instill camaraderie among its members. This event was also used to recognize outstanding personnel.

American forces in Europe assimilated this practice into their own traditions during the first and second world wars. The dining-in is a banquet in which members blend a high degree of military atmosphere with an air of tradition and fellowship.

The primary elements of a dining-in are a formal setting, a fine meal, the camaraderie of the members of the mess, the toasts, martial music, and the attendance of an honored guest.

b. Officers of the Mess

President – responsible for the entire operation of the dining-in.

Vice President – responsible for the specific details of the dining-in.

c. Planning the Dining-In

The best approach is to plan early. Invitations are sent to the guests (non-members) two to four weeks before event. Use formal wording on printed or handwritten invitations. Menu usually is consisted of three courses, and wine is served.

d. Guests

Guests are of two types: official and personal. Official guests are normally senior in rank to president, such as, distinguished civilian, senior official of the government, or higher ranking military officer. Personal guests are invited with the permission of the president, and are normally junior in rank to the president.

e. Seating

The president sits at the center of the head table with the guest of honor to the right and the next ranking to the left. Others guests sit throughout the mess.

Members sit according to seniority with the most senior closest to the head table. The “vice” sits at a separate table facing the president.

f. Sequence of Events

Dining-ins follow a specific sequence of events:

- Receiving line/Cocktail hour
- Call to dinner
- Color guard
- Grace
- Toasting
- Opening the mess
- Parading the beef
- Addressing the mess
- Limericks, ditties, and skits
- Break and smoking
- Speech of the guest speaker
- Informal toast and fines
- Final toast
- Adjourning the mess

DISCUSSION POINT	RELATED INSTRUCTOR ACTIVITY
<p>g. Violations of the Mess</p> <p>8. CPO quarters ashore</p> <p>a. Standards</p> <p>CPO quarters ashore should meet certain standards of adequacy. The minimum requirements are as follows:</p> <p>(1) Berthing policy</p> <p>E-7 to E-9 personnel will be berthed separately from personnel in lower pay grades with separate lounge and bath facilities, and may be berthed in historically underutilized housing.</p> <p>(2) Permanently assigned personnel</p> <p>(a) 270 square feet net living area</p>	<p>Direct students to IS 7-2, The Dining-In concerning the things that they are not suppose to do during the formal event.</p> <p>9. Question: What are the minimum requirements for permanently assigned CPO quarters ashore?</p> <p>270 square feet net living area</p> <p>Private room with private bath</p>

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

(b) Private room with private bath

(b) Private room with private bath

Question: Is private bath part of the 270 square feet net living area?

No, it is not part of the living area

(3) Transient personnel

(a) 250 square feet net living area

(b) Private bathroom shared with not more than one other.

(4) Permission to use privately owned furnishings

(a) Off base

Personnel E-7 and above who choose to live off base and who are not already drawing BAQ are entitled to BAQ at the rate provided for personnel without dependents. If you are on temporary additional duty, you are entitled to per diem if adequate quarters cannot be provided. Remember, your orders must be endorsed to indicate adequate quarters were not available.

(b) Assignments

All quarters ashore have certain rules regarding assignment of quarters. Essentially, the rules for occupancy are as follows:

- (1) Planned occupancy of 20 weeks or more meets permanent assignment criteria; if under 20 weeks, transient space criteria will be provided.
- (2) Living off base and receiving BAQ is encouraged for permanently assigned personnel, when necessary, to reduce inadequate transient accommodations.
- (3) Members may voluntarily accept inadequate housing.
- (4) Where facilities permit, personnel in pay grades E-7 through E-9 should be housed in separate quarters. When CPOs are housed in the quarters with personnel in lower pay grades, a separate common-use area must be provided exclusively for Chief Petty Officers.

(b) **Discuss** the rules regarding assignment of quarters.

DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

9. Summary

10. Summary

CPO mess afloat

CPO mess ashore

CPOA

CPO quarters ashore